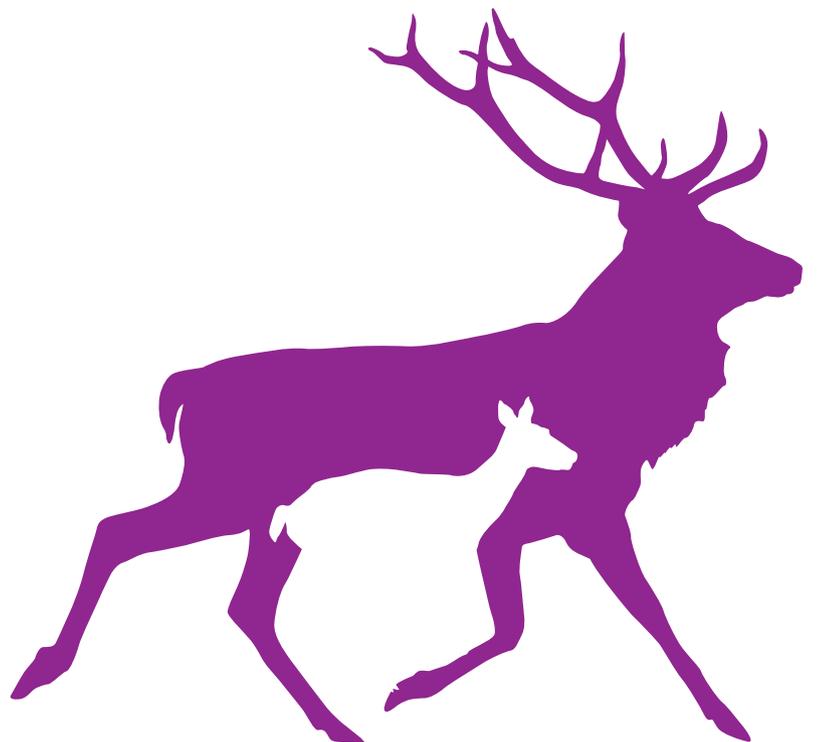




YEAR OF THE DAD

JOB DESCRIPTION & PERSON SPECIFICATION



Title	CO-ORDINATOR FOR THE FATHERS' CHARTER
Location	<p>Flexible. Either home-based but within easy commuting distance to Central Belt for regular meetings / events or in shared office space in Edinburgh.</p> <p>If home-based you will need to have a fast and reliable internet connection, good telephone reception (mobile or landline) and access to transport links to aid travel across Scotland.</p>
Hours	<p>Approximately 21 hours per week. We are willing to discuss possible reduced-hours models (min 15 – max 21 hours per week) and to consider job-share partnerships. Team meetings are on Wednesday mornings in Edinburgh. They can be attended virtually occasionally. Due to the nature of the work it is anticipated that there may be a requirement to work outside of normal hours (particularly when attending events, interacting with the media and Scottish Government).</p> <p>We are happy to talk flexible working.</p>
Report to	Report to Head of Programmes.
About the organisation	<p>The mission of the organisation is: To drive positive cultural change by inspiring organisations to positively engage, support, and empower men to become the fathers they want to be.</p> <p>In our mission to drive positive cultural change we have four intentions that guide our activities:</p> <ul style="list-style-type: none"> • Championing: being a positive voice championing fathers; • Influencing: holding a strategic perspective, influencing policy; • Supporting: highlighting and supporting the work of employers and service providers; • Modelling: being the type of organisation we want to see in the world. <p>Fathers Network Scotland is a small organisation comprised of a CEO, Head of Communications, Head of Programmes and Head of Research/Organisational Development who between them work flexibly. The Year Of The Dad is a strategic campaign for 2016 of which the Charter is the main way for employers and services to engage.</p> <p>Organisations, willing to demonstrate their commitment to equality and diversity, can mobilise change. The Fathers' Charter is a tangible commitment to accelerate a shift in attitudes and behaviours to build a more father friendly world. Employers and Services will be encouraged to sign up to the charter to:</p> <p>Be aware and understand gender stereotypes</p> <ul style="list-style-type: none"> • 'Embrace their dads', acknowledging and including their needs • Positively promote fatherhood through policies, products and services <p>By signing the Charter employers and services will demonstrate their commitment to:</p> <ol style="list-style-type: none"> 1. Helping fathers be the dads they want to be 2. Promoting gender equality at home and in the workplace 3. Making Scotland the best place in the world to grow up <p>FNS are funded by Scottish Government to March 2016 and are currently submitting a funding application for 2016-2018.</p>

Terms & Conditions

Salary c£32k pro rata dependent on experience.

Plus 5% employer pension contributions. 30 days leave per annum plus public holidays, pro-rated to hours worked. In line with our philosophy to create greater work-life balance for all, we have an internal culture which is supportive of parent, carer and personal needs and responsibilities outside work.

Role Overview

The role of the Fathers' Charter Co-ordinator is to promote the Charter, and encourage its uptake and adoption to assist employers or services to be more father friendly. A key aspect of this role is to engage with organisations, tailoring the approach as appropriate to bring them on-board and commit to sign up.

This is a new post and the Charter will be launched in December 2015. It is funded initially by the Scottish Government until 31 March 2016, with scope for development and expansion post Year Of The Dad.

Overall Objectives

You will be responsible for and measured on:

1. Creating, contacting and following up leads in organisations from all sectors.
2. Presenting the Fathers' Charter to interested parties at internal meetings and public conferences.
3. Assisting organisations to sign up and signposting them to further resources and solutions.
4. Number of sign-ups you have created for the Charter.
5. Reporting on your progress and identifying further development of the services of FNS and the delivery of the Year Of The Dad campaign.

To successfully deliver on the objectives of the role, the post holder will need to:

- Work closely with the team at Fathers' Network Scotland and our partners at Family Friendly Working Scotland to coordinate client contacts.
- Organize and follow up face to face meetings and presentations with clients mainly in the private sector.
- Influence leaders in organisations to see the benefit of creating a father friendly culture and explain what that will mean for them as a business or service provider.
- Manage contacts through our Client Management System Nationbuilder
- Ensure project plans and work schedules are kept up to date and communicated clearly to stakeholders.

Person Specification	Essential	Desirable
Experience	Client management. Project management. Business development.	A private sector role HR, D&I or CSR. Sales & marketing background would also be highly desirable.
Qualifications	Educated to at least Level 6 on the Scottish credit and qualifications framework (or equivalent).	FE/HE qualification
Knowledge, Skills, Attitudes and Abilities	Influencing skills. Excellent communication skills both written and oral, and specifically presentation skills. Pro-active, able to create solutions with a high level of motivation and enthusiasm. Excellent organisational skills to plan and co-ordinate activity with clients. Excellent interpersonal skills, with the ability to build and maintain relationships both internally and externally. Team player able to work collaboratively in a small team environment. Extensive network in the private sector.	Understanding and/or knowledge of working for the not-for-profit sector. Ability to work with minimal supervision. Ability to work on multiple projects simultaneously to deadlines. Completer finisher to see projects through.
Personal Values	Show evidence of the organisational values: Strong – resilient and resourceful when things don't go to plan. Nurturing – Empathic and cares about others and their work. Collaborative – in their way of working internally and externally. Wise – listens to others and gives advice where appropriate. Playful – Sense of humour and even-tempered. Agile – Flexible to client needs.	

Application process:

Please send CV and covering letter explaining why you are suitable for the position to info@fathersnetworkscotland.org.uk by 12 noon on Thursday 19th November 2015.

If you would like an informal discussion about the role please contact Douglas Guest douglas@fathersnetworkscotland.org.uk

Only applicants who are invited to interview will be contacted, if you have not heard from FNS within 2 weeks of the closing date please assume that you have not been successful on this occasion.

Interviews are likely to be held on Thursday 27th November at The Melting Pot, Rose St. Edinburgh.